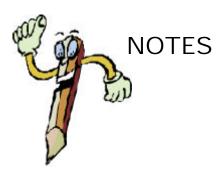


# POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

Position Control User Defined Window 3						
AGENCY POSITION INFORMATION						
Agency	650	Organization	4115	Position Number	PC32001	ľ
Long Description	COMPUTER INF	O TECH TRAINEE				
Effective Date	04 / 24 / 00	Expiration Date	99 / 99	7 99		
	PUD 3	FIELD 1 (30 AN)	Y			
	PUD 3 FIELD 2 (30 AN)					
PUD 3 FIELD 3 (8D MMDDCCYY)						
	PUD 3 FIELD 4 (30 AN)					
	PUD 3 FIELD 5 (30 AN) PUD 3 FIELD 6 (8D MMDDCCYY)					
	PUD 3 FIELD 7 (30 AN)					
	PUD 3 FIELD 8 (30 AN)					
PUD 3 FIELD 9 (30 AN)						
PUD 3 FIELD 10 (30 AN)						
PUD 3 FIELD 11 (30 AN)						
	PUD 3 F	TELD 12 (30 AN)				
			No.			





### POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)

The Position Control User Defined Window 3 (PUD3) is used to record miscellaneous position information. Each agency can use this window at its discretion to capture information specific to its agency and/or organizations. If the agency/organization intends to report on the entered information, each field should be used in a consistent manner.

**Step 1** To open a PUD3 from the SAMII Desktop Navigator window, click the Go To icon. Type PUD3 in the "Code" field. Click on the Open button.

**Step 2** Enter the required information in the following fields.

**AGENCY** - Required. Enter the code for the agency that controls the position. Valid values are located on the Agency Index (AGCY) window. Type <u>650</u>.

**ORGANIZATION** - Required. Enter the code for the organization that controls the position. Valid values are located on the Organization Index (ORGN) window. Type **4115**.

**POSITION NUMBER -** Required. Enter the position number. Valid values are located on the Position Status Inquiry (QPST) window. **SEE STUDENT CARD**.

Select Display: Browse Data.

**Step 3** Complete the following fields on the PUD3 window.

**LONG DESCRIPTION** – Inferred. Displays the long description of the position.

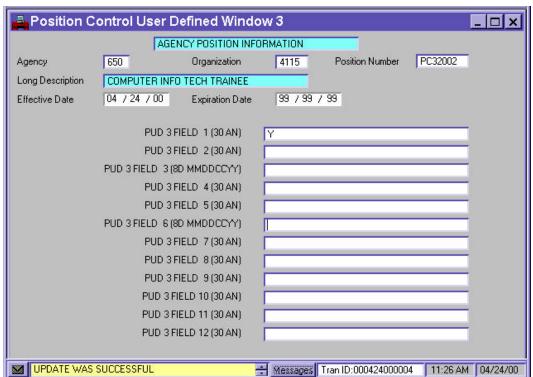
**EFFECTIVE DATE** – Optional. Enter the date the miscellaneous position information becomes effective. Defaults to the current date.

**EXPIRATION DATE** – Optional. Enter an expiration date only if all of the information captured on the window will expire at the same time. If the information is effective indefinitely, leave this field blank and the system will automatically default to 99/99/99.

**FIELDS 1** –**12** – These fields are defined by each agency. Enter information into those fields that capture the desired information associated with the new position. For reporting purposes, the information entered into each field should be consistent. Type  $\underline{\mathbf{Y}}$  for PUD3 Field 1.



## POSITION CONTROL USER DEFINED WINDOW 3 (PUD3)







## POSITION CONTROL USER DEFINED WINDOW 3 (PUD3) APPROVAL PROCESS

Now, let's complete the approval processing of the PUD3.

#### **Step 1:** Select **Process:** Update.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that update was successful.

Both Non-UCP and UCP agencies define, enter, and approve values entered on the PUD3 window.

**Step 2** Close the PUD3 window.



### **ACTIVITY**

• You need to create a position that will use an already established labor distribution profile except you want to change the Activity and Reporting Category. How would you do this?

You need to change the position authorization for a seasonal worker position. Your agency wants to authorize the position for 40 incumbents and 30 FTEs. How would this be accomplished for a UCP agency? How would this be accomplished for a Non-UCP agency?



### **EXERCISES**

Now, let's complete all the required steps to define the following position.

The State Public Defender System has received some temporary funding from the Legal Defense Fund to hire an Assistant Public Defender position in Boone County. Complete a PSMT to establish an Asst. PD position in the system.

Agency 151

Organization 2002

Position number SEE STUDENT CARD

Effective Date Today's Date

Short Description ASST PD

Long Description Assistant Public Defender

Assignment Type Temporary

Table Driven Pay Use Table

Position Status TEMPA

Civil Service Status NUCP

Location C3580

Payroll Number 151

Pay Class PFS

Title C00400

Sub-Title C2

Labor Distribution Override Use Entered Profile

Distribution Profile S0034

### Position Control

